

## **Academic Affairs Policy 2.04-3 Academic Program Coordination**

### **1. Policy**

For each academic program, the University of Georgia (UGA) must assign overall responsibility for program coordination, as well as curriculum development and review, to a named **Academic Program Coordinator** who is academically qualified in the field or discipline or who, in keeping with University statutes and policies, is charged to work with faculty who are academically qualified in the field or discipline to fulfill responsibilities for overall program coordination.

### **2. References**

- (a) University Statutes, UGA, Article IX, titled "Departments and Divisions," Sections 4 and 5
- (b) Academic Affairs Policy 2.04-1, titled "Program Curriculum Process"
- (c) Academic Affairs Policy No. 2.04-4, titled "Assessment of Student Learning Outcomes"
- (d) Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 3.4.10, titled "Responsibility for the Curriculum"
- (e) Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 3.4.11, titled "Academic Program Coordination"

### **3. Definitions**

Academic Programs. For the purposes of this policy, academic programs refer to all institutionally-approved programs of study, including but not limited to:

- i. All degree programs and the individual majors within each degree program at the undergraduate, professional, and graduate levels
- ii. All certificate programs

Academic Program Coordinator. Consistent with Academic Affairs Policy 2.04-1, the Academic Program Coordinator is the department head or their designee. In schools or colleges with no departments, the dean or their designee serves this role. In Institutes that offer academic programs, the director or their designee serves this role. The Academic Program Coordinator is most often a faculty member who is demonstratively competent in the discipline or field to ensure the academic program contains essential curricular components, has appropriate content and pedagogy, and maintains currency. In cases where an Academic Program Coordinator oversees programs in multiple disciplines, the Academic Program Coordinator must work with faculty who are academically qualified in each program discipline to fulfill the overall responsibility as defined by this policy. If responsibility for coordination of curriculum development and review are assigned to a person other than a faculty member, the institution must provide appropriate documentation and justification.

### **4. Responsibility**

In keeping with the expectations of University Statutes, UGA's Academic Affairs policies, and SACSCOC standards:

- (a) Primary responsibility for the content, quality, and effectiveness of the curriculum rests with the collective faculty of each department, college/school, or institute. However, overall oversight for an academic program lies with a named Academic Program Coordinator.

- (b) Academic Program Coordinators must maintain an updated curriculum vitae or professional profile in UGA Elements. These records must be updated no less than annually for as long as he/she serves in this role.
- (c) The Academic Program Coordinator must ensure that each assigned program complies with requirements of Academic Affairs Policy No. 2.04-4, titled "Assessment of Student Learning Outcomes," and any subsequent supplemental polices or guidelines.
- (d) An Academic Program Coordinator who oversees programs in multiple disciplines must work with faculty who are academically qualified to ensure the academic programs contain essential curricular components, have appropriate content and pedagogy, and maintain currency.
- (e) The dean or institute director, or their designee, must maintain a record of all Academic Program Coordinator assignments in their academic unit, and provide necessary documentation to the institution in a manner consistent with SACSCOC's expectation that the institution provide a list of all Academic Program Coordinators, their area of responsibility, and their qualifications for coordinating the assigned academic program(s).

Revised and approved by the Senior Vice President for Academic Affairs and Provost, July 1, 2016